

# Exhibitor Terms and Conditions

- 1. CONTRACT:** When and if accepted by North Superior Workforce Planning Board, hereinafter referred to as the Organizer, the Exhibit Space Registration Form and Contract and the Exhibitor Terms and Conditions together shall constitute the contract between the Exhibitor and the Organizer.
- 2. QUALIFICATIONS TO EXHIBIT:** The purpose of Regional Career Fair 2011 is to provide a showcase for education, training, job, and career opportunities. The Organizer reserves the right to remove, decline, or prohibit any exhibit or part thereof (i.e. handouts, promotional brochures) which, in its opinion, is not suitable or in keeping with the character of the Fair.
- 3. COLLECTION OF PERSONAL INFORMATION:** The retention of personal information about visitors to the Fair collected due to requests or inquiries requiring follow up is permissible. Personal information gathered for any other reason (i.e., for a contest) must not be retained for any reason. In all cases, the collection, retention and/or use of personal information must be done under the guidelines set forth by the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, Chapter F31).
- 4. PAYMENTS AND REFUNDS:** To be officially accepted as an Exhibitor, a completed Exhibit Space Form must be returned to the Organizer. Payment in full must be received prior to Friday, April 15, 2011. Cancellations will be accepted until Monday, April 4, 2011 and a full refund less 25% will be issued. Cancellation requests must be submitted in writing. No refunds will be made on cancellations made after Monday, April 4, 2011.
- 5. CANCELLATION OF CONTRACT:** The Organizer reserves the right to terminate the contract and to withhold from the Exhibitor possession of the exhibit space if (a) the Exhibitor fails to pay in full for the space and/or (b) the Exhibitor fails to perform any terms and conditions of the contract.
- 6. SECURITY AND DAMAGES:** The Organizer will provide overnight security at the venue. While every effort will be made to provide security for exhibits, neither the Organizer, show management, or the venue will be responsible for injury, loss or damage to persons, goods, equipment or decorations caused by accident, loss, or any other cause, the safety of exhibits against fire, robbery, damage, accidents, acts of God, or any other destructive cause, or for an injury that may arise to the public-leased area or to the Exhibitors or their employees during move-in and move-out operations, at any time during the Fair while on the grounds or in the venue, while transporting goods to and from the Fair or while in the storage areas. Insurance for individual exhibits is the sole responsibility and expense of the Exhibitor.
- 7. INTERPRETATION OF REGULATIONS:** The Organizer has the right to make such changes, amendments and additions to the Exhibitor Terms and Conditions as it deems necessary to the proper conduct of the Fair and thereupon the Exhibitor Terms and Conditions and Rules and Regulations shall rest with the Organizer and its decision will be final. The Organizer may require the Exhibitor to make such alterations to its display(s) as deemed necessary to the proper conduct of the Fair and, on failure of the Exhibitor to comply, may order the removal of the entire exhibit without compensation and at the Exhibitor's expense.



**North Superior**  
Workforce Planning Board

**EMPLOYMENT**  
**ONTARIO**

**PASSPORT**  
**to prosperity**  
Celebrating 10 years  
of school-work partnerships



**Regional Career Fair | 2011**

**DISCOVER YOUR FUTURE**



## EXHIBITOR GUIDE

**Lakehead University Hangar**  
**955 Oliver Road**  
**Thunder Bay, Ontario**

**Friday, April 29, 2011**  
**9:00 a.m. - 4:00 p.m.**  
Grade 10 Career Students & General Public

**5:00 p.m. - 8:00 p.m.**  
**Career Fair & Employment**  
**Ontario Programs Expo**  
General Public

**Saturday, April 30, 2011**  
**10:00 a.m. - 4:00 p.m.**  
General Public

# Join us at the Fair!

Make plans now to take part in the North Superior Workforce Planning Board's eighth annual Career Fair. It's the region's largest career planning event and a great opportunity to showcase your employment, training, or educational opportunities to more than 4,000 visitors! The Fair is promoted with over \$60,000 worth of advertising, including the Regional Career Fair Tabloid, providing excellent additional opportunities for exposure for you.

## Exhibitor Information

1. Exhibits booked before April 1, 2011, will be grouped by category and booth numbers will be assigned to these exhibitors on April 4, 2011. There is no guarantee that booths booked after April 1 will be included in the area assigned to their category.

2. Normal booth size is 8' x 10'.

3. Piping and curtains are provided for the rental fee. **Once your booth number has been assigned, we will provide you with an order form to rent chairs, tables, table cloths, draping, and other equipment from a rental company.**

4. Setup is from 4 p.m. to 7 p.m. on Thursday, April 28.

5. Booths must be removed after 4:00 p.m. on Saturday, BUT NOT EARLIER. Removal of booths before closing may result in disqualification from the next Career Fair.

6. Plan to offer experiences and activities that INVOLVE the visitors. Tips will be provided to help exhibitors make the most of their experience.

7. All electrical equipment and devices must meet or exceed Ontario Power Generation/CSA standards, i.e. all extension cords must be rated at 15 amps, the standard rating of most outlets.

8. High Speed Internet connections will be provided if ordered in advance. There is no extra charge.



Regional Career Fair | 2011

## Exhibitor Booth Rental Form (Exhibitor Terms & Conditions on back)

### Booth Rental Fees (please indicate your category):

Not-for-profit registered **before** February 28, 2011: For-profit registered **before** February 28, 2011:

\$204.75/space including HST  \$257.25/space including HST

Not-for-profit registered **after** February 28, 2011: For-profit registered **after** February 28, 2011:

\$257.25/space including HST  \$309.75/space including HST

**Exhibitor Awards Dinner on Friday evening, from 4:00pm-5:00pm:** (\$17.50/person including taxes and gratuity) How many tickets will you require? \_\_\_\_\_

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Category of business (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Training and Education  | <input type="checkbox"/> Information Technology    |
| <input type="checkbox"/> Mining                  | <input type="checkbox"/> Health                    |
| <input type="checkbox"/> Skilled Trades          | <input type="checkbox"/> Sales and Service         |
| <input type="checkbox"/> Hospitality and Tourism | <input type="checkbox"/> Support Services          |
| <input type="checkbox"/> Business/Professional   | <input type="checkbox"/> Government (level: _____) |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Other (specify) _____     |

What experiences/activities will you offer visitors to your booth(s)?

\_\_\_\_\_  
\_\_\_\_\_

### What do you want? (Check all that are applicable):

- Number of booth spaces (Includes frame and drapes but NOT table, chairs, etc.) \_\_\_\_\_
- High Speed Internet connection  Power outlet(s) (specify number) \_\_\_\_\_
- Use of the special hands-on demonstration area (Specify day and time [normally one hour time slot]): \_\_\_\_\_
- A link to your website from the Career Fair website. Please send your link and logo to careerfair@nswpb.ca
- An article in The Chronicle Journal Regional Career Fair tabloid (note that this opportunity will be available on a "first come, first served" basis to tabloid advertisers). Submit your 400-500 word article to careerfair@nswpb.ca no later than Friday, April 1, 2011.

Cheque enclosed? **Yes No**  
Do you require an invoice? **Yes No**  
Do you require a receipt? **Yes No**

**Cheques are payable to:**  
**North Superior Workforce Planning Board**  
**Send to:** Regional Career Fair 2011  
c/o North Superior Workforce Planning Board,  
107B Johnson Ave., Thunder Bay, ON, P7B 2V9  
Fax: 807-344-5464

For more information contact: Steven Bill at 807-346-2942 or email careerfair@nswpb.ca

Cette information est aussi disponible en français à [www.nswpb.ca/careerfair](http://www.nswpb.ca/careerfair)